

May 5, 2005

**Memorandum**

To: Commonwealth's Attorneys  
From: Bruce Haynes, Executive Secretary  
Subject: Partial Restoration of Budget Reductions – Transfer Process

As you may recall from the memo titled "Overview of Compensation Board Approved FY06 Budgets" (<http://www.scb.virginia.gov/docs/fy06budgetoverview.pdf>) emailed on April 29 with notification of your approved FY06 Compensation Board budget, the General Assembly approved the restoration of \$552,501 to Commonwealth's Attorneys' budgets in FY06. At the request of the Virginia Association of Commonwealth's Attorneys (VACA), the Compensation Board has included in your FY06 budget your pro-rata share of these funds in the office expense line item.

The purpose of this email is to provide you with the process you will need to follow if you wish to transfer any of these funds to other areas of your budget to restore previous budget cuts. **If you do not wish to transfer any of these funds, they will remain in your office expense line item and no further action on your part is required.**

If you do wish to transfer these funds, please read the following information, and take the following actions:

1. Click <http://www.scb.virginia.gov/docs/carestore.pdf> to go to the spreadsheet on the Compensation Board website showing the total amount added to your budget.
2. Note that the three right-hand columns of the spreadsheet indicate the amounts available for budget restoration, depending upon where the funds are restored. The first of these three columns shows the amount available if these funds remain in office expenses. The second and third columns show the amounts available if funds are transferred to restore hourly-wage (temporary) funds, or permanent salaries, respectively. The amounts for hourly-wage funds or permanent salaries are less than the full amount available for office expenses due to the cost of reimbursing fringe benefits on these amounts. As the amount restored for all Commonwealth's Attorneys is a fixed amount, the total cost of reimbursing the amounts restored in your budget cannot exceed the funds that have been provided. For example, if you have \$100 available in office expense, the amount available if transferred to hourly-wage would be \$93, or 7.65% less in order to account for the cost of 7.65% FICA reimbursed on hourly wages reimbursed.
3. Once you have determined the amount(s) you wish to transfer, click here: <http://www.scb.virginia.gov/cbdocket1.cfm> to submit an e-docket request to your Compensation Board technician for consideration at the June 22 Compensation Board meeting. Please indicate the amounts you wish to transfer to hourly-wage funds and/or permanent salaries. You may restore salaries effective July 1, 2005, as reimbursement of the July payroll will not occur until the month of August. **Please make these requests in the e-docket system no later than Wednesday, June 15.**

4. Requests to restore salaries must also be accompanied by a CB10 (personnel status change) request in the COIN system. **You will need to enter the CB10 requests in COIN beginning Friday, July 15, but no later than Thursday, July 28.**
5. The Compensation Board will act on your requests at its June 22 meeting, and your requested changes will be reflected on your July reimbursement request screens in COIN, available on Monday, August 1, 2005.
6. If you have any questions or need assistance, please email or call 804-786-0786, Paige Curtis @ ext. 217 [paige.curtis@scb.virginia.gov](mailto:paige.curtis@scb.virginia.gov) <<mailto:paige.curtis@scb.virginia.gov>>, or Charlene Rollins @ ext. 206 [charlene.rollins@scb.virginia.gov](mailto:charlene.rollins@scb.virginia.gov) <<mailto:charlene.rollins@scb.virginia.gov>>